

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, SAMBALPUR
(Chief Civil Supplies Section)
(E-mail Id- cso.sambalpur2013@gmail.com)

No. XIV-100/2021-22/ 3712 /CS,

Dated 26.07.2022

ADVERTISEMENT

In pursuance of Letter No.13704 dt.20.09.2021 and Letter No.7725 dt. 25.05.2022 of Food Supplies & Consumer Welfare Department, Government of Odisha, Bhubaneswar, applications are invited from prospective eligible and experienced candidates for contractual engagement for the post of 'TECHNICAL SUPPORT STAFF' for District Project Management Unit (DPMU), Sambalpur under Integrated Management of Public Distribution System (IM- PDS) Scheme.


The qualification and other criteria are as follows:-

Name of the post	Number of Staff	To be deployed at	Requisite Qualification	Monthly Consolidated Remuneration
Technical Support Staff for IM-PDS scheme	01 (One for Sambalpur district)	In the Office and under Administrative control of CCSO-cum-District Manager, OSCSC Ltd. Sambalpur	BSc/BCA/Graduate with Diploma in Computer/BE/B.Tech/ MCA/MBA with 2+ years experience	Rs.40,000/-

Information in details including job description, eligibility criteria & general instructions for submission of application(s) may be seen in District website www.sambalpur.nic.in.

The application shall be submitted through Speed Post/ Registered Post only addressed to the Chief Civil Supplies Officer, District Chief Civil Supplies Office, Sambalpur, At- Kachery Chowk, Near Dist Bar Association, Po- Sambalpur, Dist- Sambalpur (Odisha) PIN- 768001.

Closing date for submission of complete application in all respect is 31th August 2022.


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GENERAL INSTRUCTIONS

1. Eligible candidates are requested to submit the detailed Curriculum Vitae (CV) accompanied by self attested copies of relevant testimonials, by Registered Post/ Speed Post only, so as to be received in the office of the Chief Civil Supplies Officer, Sambalpur by 31.08.2022, 5.00 PM. Application received late after the closing date will not be considered. Also the applications received other than by Registered Post/ Speed Post shall not be entertained at this end.
2. The application shall be addressed to:-
Chief Civil Supplies Officer, District Chief Civil Supplies Office, At- Kachery Chowk, Near Dist Bar Association, Po/Dist- Sambalpur (Odisha), PIN- 768001.
3. Applications to be filled by the applicant in English language only. Applications without supporting documents/ incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.
4. Applicant should be able to read, write and speak Odiya language.
5. The envelope containing the application should be super-scribed with the name of the post applied for in bold letters.
6. The candidate should be of sound in mind and having minimum fitness to move to different places of the district for extending technical support.
7. The nature of the position advertised is purely contractual subject to various norms which may change from time to time. The position shall be filled up through interview of shortlisted candidates. The date and venue of interview will be intimated to the shortlisted candidates by post/e-mail only.
8. Initially the contract to the selected candidate will be issued for financial year ending with 31.03.2023. The contract may be extended subject to the project requirement and satisfactory performance of the incumbent based on the selected key performance indicators. Any further extension of engagement of Technical Support Staff, if necessary in future, shall be made with proper concurrence of FS & CW Deptt.
9. The extension of the contract cannot be claimed as a matter of right.
10. Persons employed with Commercial/Govt./PSU Sector shall apply through proper channel and shall produce a "No Objection Certificate" from their employer at the time of interview.
11. Candidates who have been disengaged earlier from any organization/office on administrative ground such as disobedience/ poor performance/ misbehavior or convicted in any Court of Law/ involved in any criminal case or activity are not eligible.
12. The candidature shall stand cancelled if found to be canvassing in any manner during the recruitment process. This office reserve the right to cancel the engagement process and/ or the candidature of any/ all candidates at any time, without assigning any reason thereof.
13. List of shortlisted candidates alongwith Amendment/ Corrigendum/ Cancellation etc. if any shall be published only in district Website www.sambalpur.nic.in.

Documents to be attached with application.

1. Self attested photo copies of all Mark sheets and Educational qualification of candidate.
2. Experience certificate
3. Documents in support of age (10th Certificate)
4. Two self attested passport size recent color photograph.
5. Character Certificate from two Gazetted Officer
6. No Objection Certificate where applicable
7. Identity proof and address proof


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TERMS OF REFERENCE

Government of India, in association with Government of Odisha has implemented "Integrated Management of PDS (IMPDS)" scheme in the State. The scheme is related with national level de-duplication of ration cards based on Aadhaar, National Level Portability (One Nation One Ration card) and implementation of all e-Governance activities related to IM-PDS scheme.


For overseeing the entire operation, districts shall engage one professional for the post of "Technical Support Staff" for each District Project Management Unit (DPMU) at the district level.

The detail Term of Reference (ToR) for recruitment are as follows:

1. The engagement of Technical Support Staff for IM-PDS scheme shall be purely on contractual basis.
2. Initially the contract to the selected candidate will be issued for financial year ending with **31.03.2023**. The contract may be extended subject to the project requirement and satisfactory performance of the incumbent based on the selected key performance indicators. Any further extension of engagement of Technical Support Staff, if necessary in future, shall be made with proper concurrence of FS & CW Deptt.
3. The candidates below **37 years of age as on 01.01.2021** are eligible for the said engagement.
4. The qualification and other criteria are as follows:

Name of the post	Number of Staff	To be deployed at	Requisite Qualification	Monthly Consolidated Remuneration
Technical Support Staff for IM-PDS scheme	01 (One for Sambalpur district)	In the Office and under Administrative control of CCSO-cum-District Manager, OSCSC Ltd. Sambalpur	BSc/BCA/Graduate with Diploma in Computer/BE/B.Tech/MCA/MBA with 2+ years experience	Rs. 40,000/-

5. The position shall be filled up through interview of shortlisted candidates.
6. The roles & responsibilities of the District Project Management Unit (DPMU) manned by the Technical Support Staff (TSS) are enclosed at **Annexure-A**.


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Roles & Responsibilities of the District Project Management Unit (DPMU)
Manned by the Technical Support Staff (TSS)

1. To facilitate close coordination with District Project Management Unit (SPMU), the System Integrator/vendor of FS & CW Department for FPS Automation, District Chief Civil Supplies Officer/Civil Supplies Officer, Additional CSO/ACSOs, Block/ULB level Marketing Inspectors/Inspectors of Supplies, Procurement Inspectors (PI) of OSCSC godowns, Fair Price Shop Owners etc shall ensure smooth & successful functioning of automated and authenticated distribution of PDS commodities and distribution data uploading to FPS server from Fair Price Shops, as per mandate of Department of Food & Public Distribution (DoFPD) of Government of India/FS & CW Department, Odisha.
2. Regular reporting to DoF&PD, CPMU and SPMU team as and when required.
3. Access and monitor functioning of various components of PDS computerisation i.e. Digitization of Ration Card Management System, Online Allocation, Supply Chain Automation/Operation in OSCSC Depots, Grievance Redressal and FPS Automation in the district.
4. Monitor and keep stock of current IT infrastructure/inventory supplied to Districts, RCMS Centres at Blocks/ULBs/DGRO Offices, OSCSC Godowns and to Fair Price Shops which are provisioned for implementation of End-to-End Computerisation scheme/IM-PDS Scheme.
5. Render services and all necessary support to District Chief Civil Supplies Officer/Civil Supplies Officer, Additional CSO/ACSOs, Block/ULB level Marketing Inspectors/Inspectors of Supplies, Procurement Inspectors (PI) of OSCSC godowns, Fair Price Shop Owners in carrying out the operational and technical work related to PDS operations/reforms.
6. Attend/participate in the training sessions organised by Food Supplies and Consumer Welfare Department/OSCSC related to PDS operations and also impart training to the field staff/FPS dealers as per requirement.
7. Understand software customisation requirements of field staff and communicate to District Chief Civil Supplies Officer/Civil Supplies Officer, Additional CSO/ACSOs, Block/ULB level Marketing Inspectors/Inspectors of Supplies, Procurement Inspectors (PI) of OSCSC godowns, Fair Price Shop Owners/SPMU.
8. Submit performance report of PDS operations including End-to-End Computerisation and IM-PDS implementation to CCSOs/CSOs/SPMU on regular basis through MIS systems (as per the frequency agreed by the state-weekly/monthly basis).
9. Update monthly food grains allocation and distribution figures of Non-automated FPSs on Annavitam Portal.
10. Update monthly allocation and off-take figures of non-NFSA dashboard, in the district.
11. Regular monitoring and validate following specific information on Government of India and State Portals:

- a) Addition/deletion/modification of ration cards through RCMS Systems at District level.
- b) Issuance/re-new/cancellation/suspension of FPS licenses.
- c) Management of allocation order up-to FPS level.
- d) Monitoring the entire supply chain operations i.e. movement of PDS commodities against State allocation orders, from FCI Godowns to OSCSC godowns, OSCSC godowns to Fair Price Shops;
 - i. Timely lifting of PDS wheat from FCI godowns and its availability in OSCSC Depots against allocation released from FS & CW Department;
 - ii. Timely movement of PDS commodities from OSCSC godowns to Fair Price Shops for distribution, its correct receipt/acknowledgement at Fair Price Shops in electronic mode, cent percent distribution in electronic/automated mode, Aadhaar authenticated distribution and timely uploading of distribution data to Annavitran portal of Government of India and others as instructed from this Department from time to time;
 - iii. Timely digitization of non-automated distribution at FPSs in Annavitran portal of Government of India as necessary;
 - iv. Closing Balance/Physical Balance at FPSs after completion of distribution;
 - v. All operations under One Nation One Ration Card (ONORC) programme;
 - vi. Authentication of beneficiaries (AADHAR/OTP/Others)
 - vii. Resolving authentication failure cases;
 - viii. Non-lifting cases or denied cases (if any) due to technical/other reasons.
- e) Grievance Redressal

Grievances received and its resolution under PDS:

- i. Through all toll-free numbers (1967 & 14445 at present)
- ii. Online Grievance System by Post By Hand
- iii. Grievance received and disposed during the month:
 - Non attended or non-disposed cases with reasons;
 - Smooth functioning of online grievance systems and toll-free numbers and preparation/submission of reports.
- iv. Collection of reports from the offices of District Grievance Redressal Officer (DGRO) and submission to FS & CW Department;

~~10/10/10~~

APPLICATION FORM

1.	Advertisement No.		<div style="border: 1px solid black; width: 100%; height: 100%;"></div>					
2.	Name of the post							
3.	Applicant name:-							
4.	Father's Name:-							
5.	Date of Birth:-	6. District of Domicile:-	7. Identity Proof No.					
8.	Age as on 01.01.2021:-	9. Sex:-						
10.	Present Contact Address:							
11.	Permanent Contact Address:							
12.	Email Address:	13.	Contact Telephone No:	14. Mobile No.				
15.	Languages Spoken/written:							
16.	Professional Qualification details:							
	Sl. No.	Exam Passed	Name of Board/University	Year of passing	Marks excluding 4 th optional			Duration of course
					Full Marks	Marks Secured	% of Marks	

17.	Employment Record:-					
	Total years of post qualification experience:-					
18.	Experience Details (Starting from present/last employment):-					
	Name of the Employer	Post Held	From Date	To Date	Total	
					Year	Month

Declaration: I do hereby declare that the information furnished above are true to the best of my knowledge and belief and that, if at any stage, it is found that any of the above material information is false/ incorrect or is suppressed by me, my candidature/ appointment under Civil Supplies Office, Sambalpur is liable to be rejected/ terminated.

Date:

Place:

Full Signature of the Applicant

List of enclosure(s):-

Note:-

- 1. The following documents are to be enclosed alongwith the applications:-**
 - a. Two copies of passport size color self attested recent photographs. One copy of self attested photograph will however to affixed at the position in the application form.
 - b. Self attested photocopies of documents in support of age, qualification experience, etc.
 - c. Self attested photocopy of Identity Proof (Voter ID card/ PAN card/ Driving License/ Aadhar card/ passport).